

INSTRUCTIONS FOR LIMITED LIABILITY COMPANIES SEEKING RESIDENCY STATUS

W.S. § 16-6-101 (G) states:

(G) A limited liability company organized under the laws of the state and which maintains its principal office and place of business in the state and the managing members or the appointed managers of which have been residents of the state for one (1) year or more immediately prior to bidding upon the contract or responding to a request for proposal;"

DOCUMENTATION AND AFFIDAVIT REQUIRED:

1. Submit a photocopy of each managing member's or appointed managing member's driver's license. If the license has an extension, please provide a copy of the back of the license also.
2. Submit a copy of the Annual Corporate Report that is filed with the Secretary of State's office, or a copy of the Articles of Organization if you are a new limited liability company and have not yet filed a corporate report.
3. Return the completed Affidavit signed by the managing member(s) or appointed manager(s).
4. Residency certificates ***must be renewed on an annual basis***. The original certificates should be resubmitted to the Department of Employment/Labor Standards.
5. If you have any questions, contact the Wyoming Department of Employment/Labor Standards, 1510 E. Pershing, West Wing, Room 150, Cheyenne, WY 82002, Telephone (307) 777-7261, FAX (307) 777-5633 .